



June 29, 2006

City of Scottsdale Process Update – LP GAS TANKS PERMITTING

TO: Customers/Contractors who frequently submit LP gas tank installation requests to the City of Scottsdale Planning & Development Services Dept.

RE: New process being implemented for processing/permitting of LP GAS tank installations

This letter is to inform you of a new submittal process that has been implemented for LP gas tank permits. No action is required with this notice – this is informational only.

Effective July 1, 2006, installations and permitting of LP gas tanks will be processed as follows:

- 1) **Fax requests to the One Stop Shop (480) 312-9200.**
Submittal requirements:
8 ½ X 11 plan indicating tank location, tank size, tank type (above or below ground), line size and location including distance from buildings/structures
- 2) The One Stop Shop will log-in the request and forward to Senior Fire Plan Review John Armstrong who will review the application.
- 3) Once the review is completed the city will notify you.
- 4) Once you are notified you will need to come to the One Stop Shop/Permit Services Counter at 7447 E. Indian School Rd., Suite 105 to obtain and sign for your permit. Effective July 1, 2006, the fee for LP Gas Tank permits is \$67. The LP gas tank installation also requires a minimum plumbing permit (which triggers above and below grade site inspections). The minimum plumbing permit can be obtained at the same time that you obtain the gas tank permit or on-line with a credit card at:
https://eservices.scottsdaleaz.gov/permits/application_cc.asp

If you have any questions, please contact John Armstrong at (480) 312-7127 or by e-mail to jsarmstrong@scottsdaleaz.gov